



UNI CITY NETWORK SDN BHD (508632-M)

HQ Address: 26-A, Jalan Pudu Ulu, Batu 3 Cheras, 56100 Kuala Lumpur.

Tel: 03-92003083 (Hunting Line), Fax: 03-92001768, 03-92008982

KLANG Address: No 12, 2nd Floor, New Business Center, Jalan Pulau Pinang 3, Jalan Meru, 41050 Klang, Selangor

Tel: 03-33422660 Fax: 03-33428221

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CLAIM GUIDELINE AND DOCUMENTATION - ALL RISKS INSURANCE

INSURED TO DO

On the happening of any event likely to give rise to a claim under this policy the insured shall:

- 1) Give notice to the company / agent immediately
- 2) Notify the police immediately (for exception, please refer to the claims personnel)
- 3) Take all practical steps to mitigate any loss destruction or damage and to recover any property lost or damaged by theft pilferage or willful means.
- 4) Deliver to the company as soon as reasonably practicable a written statement of claim.
- 5) Co-operate with the adjusters when call upon.

DOCUMENT REQUIRED / CHECKLIST

- 1) Completed claim form ()
- 2) Police report ()
- 3) Purchase invoices / receipts / valuation reports of the stolen articles ()
- 4) Furnish all information and documentary evidence as the insurer or adjuster may require other than the above. ()
- 5) Photographs or losses or damages which are the components of the claim. ()

IF U NEED MORE INFORMATION PLEASE CALL US AT 03-33422660

NOTE: ALL THE ABOVE ARE MEANT FOR REFERENCE ONLY. IT MAY CHANGE FROM TIME TO TIME AND THE INSURANCE COMPANY MAY NEED MORE DUCUMENTS THAN THE ABOVE STATED.